

MEMORANDUM FOR: See Distribution

FROM: Gary Scibona
Head of the Contracting Office

SUBJECT: HCO Newsletter - August 2002

***** IMPORTANT BULLETIN *****

Purchase Card - 4th Quarter Transactions

The final purchase card statement in FY02 will be loaded into CPCS October 1. The statement will include all transactions posted through September 27. Any transaction not posted will be charged to FY03 funds. There are no "manual accruals" this FY for purchase card transactions. Cardholders should be aware that any purchase made with the card in FY02 that is not posted to the cardholder's statement by September 27 will be charged to FY03 funds.

The Administrative Officers, Field Delegates and Contracting Officers should make sure that the tool used for a FY02 transaction (purchase card/purchase order) will guarantee an obligation recorded in FY02.

Purchase Orders and Contracts

The Acquisitions Management Division and Field Delegates have the capability to award purchase orders in CSTARS and in SPS without complete vendor information. However, Finance cannot enter the obligation in CAMS if the information on the vendor profile form is not recorded in the vendor database. Field Delegates and Contracting Officers must provide Finance complete profile information for new vendors. If the vendor profile form is not received in Finance, the FY02 obligation will be recorded in FY03.

The accounting information on purchase orders must be in compliance with the CAMS Accounting Classification Code Structure (ACCS) and a copy of the CAMS conversion sheet must be attached to each obligating document sent to Finance.

Accruals (accounts payable) are obligations for goods or services (including construction) that have been received by September 30 but not paid. All accrual documents for contracts must be submitted to Finance by close of business September 30. Although the Program Manager/COTR is primarily responsible for submitting proper information to Finance, the Contract Specialist should follow-up with the Program Manager/COTR to make sure accruals are submitted (as appropriate) on the contract awards he or she is administering.

More guidance on the year end close out procedures is posted on the CASC Finance web site at http://www.rdc.noaa.gov/~casc/financial_pages/financ_index.htm

If you have questions or comments about this HCO Newsletter please call any of the following individuals:

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